

LOG SHEET – kept by and maintained at facility
LOST, ABANDONED, FOUND ITEMS

Items to Police: weapons, contraband, money, coins, precious metals or stones, keys, cell phones, computers, electronics, contraband, marijuana and controlled substances, and other items that appear to have a value.

Date:	Item:	Found details: (location, by whom, date/time turned in, etc.)	Disposition: (pick 1 of 4) Owner located Disposed (Hazard) Keep (30 days) Sent to Police (item on list)	Date by which to Claim, if appropriate:	Notes:
5/15/17	Green Lint Roller	In lobby	Keep	6/15/17	Tossed 6/15/17
5/19/17	Black and Silver cabinet key	In parking lot	Keep	6/19/17	Sent to police department 6/19/17
5/31/17	Tan Fishing Hat	Hikers bus	Keep	6/31/17	Owner Found 6/22/17
6/7/17	Wooden cane	Lobby	Keep	7/7/17	Kept for Senior Center 7/14/17
6/14/17	Ping Pong paddle	?	Keep	7/14/17	Found 6/16/17
6/19/17	Black Sunglasses	Room D	Keep	7/19/17	
6/20/17	Black Leather portfolio	Room D	Keep	7/20/17	Found 7/10/17
7/5/17	Key with small ring	North Patio by staff hallway door	Keep	8/5/17	Sent to PD 7/14/17